

18

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Additional Space Requirements for Polygraph Branch

FROM:

Chief, Polygraph Branch

EXTENSION

NO.

DATE

2 March 1981

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DC/PB

3/2/81 JH

2.

3.

C/SSD

3/3/81 JH

4.

C/OPS/PSI

3 MAR 1981

3/9

JH

5.

DD/PSI

3/9

3/9

JH

6.

For 4 and 5: FYI

The attached memo has been prepared as a result of my meeting with [redacted], and [redacted]

concerning additional space for polygraph. Tom will prepare a memo for the Space Allocations Committee. This will get our irons in the fire and put us on the record.

7.

C/LOG/OS

3/9

8.

9.

10.

11.

12.

13.

14.

15.

FORM 1-79

610

USE PREVIOUS EDITIONS

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3 March 1981

MEMORANDUM FOR: Chief, Security Support Division

THROUGH:

[REDACTED]
Deputy Chief, Polygraph Branch

FROM:

[REDACTED]
Chief, Polygraph Branch

SUBJECT: Additional Space Requirements for Polygraph Branch

1. Polygraph Branch currently occupies 4,128 square feet on the first floor of the Headquarters building and an additional 359 square feet of space in the SRD vault on the ground floor. The Polygraph Branch T/O and responsibilities have been expanded in the last several years, while the space has been the same since 1974. Our present T/O calls for [REDACTED] line examiners, however we have only 17 examination rooms. One of the examination rooms is being utilized as an office for the Chief, External Operations, leaving the Branch with 16 rooms that are actually used for polygraph examinations. One of our 16 rooms is physically separated from the rest of the Branch.

2. Polygraph Branch needs at least 1,800 square feet of additional space to be utilized in the following manner:

a. Five new examination rooms - 100 square feet each
Total of 500 square feet.

We feel that 100 square feet per examination room is a bare minimum space requirement.

b. Four supervisor's offices - 125 square feet each
Total of 500 square feet.

We feel it is essential for our line supervisors to have private offices in order that case monitoring and quality control procedures can be effectively carried out. The four line supervisors also require privacy to instruct and counsel individual examiners. Our current situation leaves a lot to be desired in this regard.

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- c. One multi-purpose room - 400 square feet.

We intend to use this room as a reading room for examiners who are preparing for polygraph cases, writing reports, and testing techniques. This room would also be utilized for internal operational training, technical meetings, and conferences.

- d. One research room - 100 square feet.

This room would be utilized to accommodate instrumentation associated with Polygraph Branch - Office of Research and Development joint research program. We intend to have an adjoining polygraph room equipped with sensors and instrumentation to be monitored in the research room.

- e. One storage room - 100 square feet.

This room would be used for the storage of forms used by Polygraph Branch in conducting polygraph examinations, i.e. agreement forms, question sheets, and form 2511. Chart paper and shipping cases for the polygraph instruments would also be stored in this room.

- f. Additional administrative space - 200 square feet.

This space would house our card files, index files, policy files, copying machine, and facsimile transmission equipment.

3. A logical area to consider for the additional space is occupied by the Public Affairs Branch, which has common walls with Polygraph Branch. According to the Architectural Design Staff, Public Affairs Branch occupies 2,051 square feet in rooms 1F-06 and 1F-08.

OS/PB/HAK:bac



STAT

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Review of Current Agency Space Requirements

On 20 April 1981, a memorandum was forwarded to the DCI Area and each Directorate requesting a special updating of their respective space requirements. Increases in Agency personnel have already taken place in fiscal 1981, and more increases are projected for fiscal years 1982 and 1983. This type of information is obviously critical to space planning and budgeting by the Office of Logistics.

The attached summary is based on responses received from the DCI Area and from each Directorate reflecting space requirements and personnel increases for fiscal years 1981, 1982, and 1983 - 5 for the DCI Area, 232 for the DDO, 78 for DDS&T, 103 for the DDA, and 264 for NFAC - total personnel increases - 682. It is requested that Committee members review this data for their respective areas with the view of validation at the meeting scheduled for 13 May 1981.

As you will note from the space summary, there is now a requirement for 147,005 square feet of space. This figure could possibly be adjusted downward to 120,845 square feet depending on actions taken to satisfy requirements for ODP, OIS, OTE and language classrooms.

What is paramount, however, is the requirement for 86,695 square feet of space in the Headquarters Building. Even with the move of OSO, OD&E, and OS elements out of the

Headquarters Building, there will not remain enough components outside the DDO and NFAC that could be relocated from Headquarters to make up the deficit. It appears that the most efficient approach to resolving the requirement for space in Headquarters is to relocate a significant portion of NFAC or the DDO outside Headquarters. Again, your assistance and guidance is requested with respect to determining what components must remain in Headquarters.

Based on total space requirements at this time, it seems obvious that action must be taken to lease additional space soonest. Dependent on the validation of subject requirements and the policy on who must remain in Headquarters, the total amount of space to be leased can be decided upon and a plan developed covering who would occupy the new space.

9

AGENCY SPACE REQUIREMENTS (LESS BACKFILL)

5 May 1981

<u>DIRECTORATE</u>	<u>HDQS.</u>	<u>AMES</u>	<u>C of C</u>	<u>KEY</u>	<u>UNSPECIFIED</u>	<u>TOTAL</u>	<u>STAT</u>
<u>DDA</u>							
OL	1200						
OC					3700		
ODP	5600				4000	14,500	
OF	800			500	3100		
OIS	1520	1850					
OS	2000					6,000	
OTE	700						
			14,730				
DDA TOTAL	11,820 SF	1830 SF	14,730 SF	500 SF	10,800 SF	20,500 SF	60,180 SF
<u>DDO</u>							
O/DDO	220						
EPDS	220						
IAD	9760						
OED	1720						
IMS	6320						
CCS	760						
	1400						
AF	1030						
LA	2520						
EA	2180						
EUR	2300						
NE	5190						
CLASSROOMS	4000						
DCD	500						
CMS	330						
SE	3300						
DDO TOTAL	41,750 SF						41.750 SF

AGENCY SPACE REQUIREMENTS (LESS BACKFILL)

(continued)

<u>DIRECTORATE</u>	<u>HDQS.</u>	<u>AMES</u>	<u>C of C</u>	<u>KEY</u>	<input type="checkbox"/>	<u>UNSPECIFIED</u>	<u>TOTAL</u>	<u>STAT</u>
DCI								
OPPPM	600	950						
A/O	200							
DCI TOTAL	800 SF	950 SF					1750 SF	
DDS&T								
ORD		1100						
OSO	3660							
OTS	1000							
FBIS				1800				
OD&E						6900		
DDS&T TOTAL	4660 SF	1100 SF		1800 SF			14,460 SF	
NFAC								
OCR	2700							
ONFAC	8700							
NIC	400							
OCO	740							
OER	4850							
OPA	6000							
OSR	300							
OSWR	400							
OGSR	4775							
NFAC TOTAL	28,865 SF						28,865 SF	
GRAND TOTAL	86,695 SF	3,880 SF	14,730 SF	2,300 SF	10,800 SF	27,400 SF	147,005 SF	

Hold

Agency CORE Results

	Savings	Cost/Penalty	CORE Recommendation	EXCOM Action Requested
<i>No</i> 83 prog connect <i>Hope bullet</i> 1. Acceleration of Secure Voice Program	\$500K/yr., improved security	\$7,765K required now	Go	Reprogram \$7,765K ✓
2. Shift from External to Internal TEMPEST Testing	\$220K/yr.	4 slots required	Go	Provide 4 slots
3. New Printing Equipment	\$222K/yr., free 4 slots, responsiveness	\$1,200K required now	Go	Reprogram \$1,200K and gain 4 slots ✓
4. Consolidation of Micrographics <i>not persuaded how accommodate security - How done -</i>	\$245K/yr., free 5 slots	Loss of individual office control and compartmentation (IMS and OCR)	Go	Approval and gain 5 slots <i>change document to consolidate</i>
5. Consolidate Genigraphics and Dicomedica <i>Study</i>	Unknown	Loss of individual office control (OCO)	Study	Direct Study
<i>OK</i> 6. Increased Use of Suggestion Awards	\$400K/yr.	\$50K	Go	Reprogram \$50K
7. Increased Use of Sea Shipments	\$412K/yr.	Decrease in responsiveness	Defer	None
<i>Hold 2 units</i> 8. "Blue Blazer" Protective Force	\$50K/yr.	4 slots required	Continue slowly	None
<i>OK</i> 9. Adopt Commuted Rate Travel for Domestic and Overseas TDY	Unknown, reduce administrative burden	Less flexibility	Apply approach to domestic PCS and study for all TDY	Approval and direct study

Prepared 2 Dec 81